

Madison County, Iowa
Position Description – Assistant Engineer

Position: Assistant County Engineer
Department: Secondary Roads

Reports to: County Engineer
Revision Date: September 2021

FLSA: Exempt

General Summary

Under the general direction of the Engineer, responsible for assisting the Engineer in planning, coordinating and supervising the construction, maintenance and engineering projects of the County Secondary Road System; and performs related work as required. Acts for the Engineer, during his absence.

A. Essential Functions

1. Assists the Engineer in planning, coordinating, assigning and supervising all engineering and construction work performed on the County secondary road system.
2. Assists the Engineer in performing professional engineering duties in designing roads, bridges, drainage structures and drainage ditches using computer aided design (CAD) techniques. Drafts drawings or sketches for project development, surveying or inspection work. Operates surveying equipment to gather information for construction design.
3. Coordinates construction projects between County and public or private agencies and public lands.
4. Performs public relations work within the community and the state.
5. Discuss and resolve problems.
6. Meet with County Engineer on a daily basis to exchange information and discuss current or future maintenance and construction projects/activities.
7. Acts for the Maintenance Superintendent during his absence.
8. Oversees the work of subordinates.
9. Performs other work as required.

B. Education / Experience / Qualifications

1. Degree in Civil Engineering
2. At least four (4) years' experience in the Engineering Office of a Secondary Road Department.
3. Valid driver's license.

C. Licensing and Certification

1. Professional engineering license.
2. Iowa DOT certifications.

D. Supervision / Skills / Abilities

1. Supervises Maintenance Superintendent, Assistant to the Engineer, Office Manager, and Office Assistant.
2. Assists the Engineer in preparing and interpreting design drawings.
3. Drives automobile.
4. Moves about on construction sites.
5. Must have computer skills.

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6. Assists the Engineer in performing engineering calculations; analyzing data, overseeing operations and budgets; communicating extensively with staff, Board of Supervisors, and public.
7. Must read and prepare plans and drawings; analyze, calculate and prepare detailed reports regularly.

E. Physical Requirements and Work Environment

1. Works in normal office environment.
2. Spends extensive amount of time at road construction sites where uneven surfaces and construction equipment are encountered.

Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Some requirements may exclude individuals who pose a threat or significant risk to the health and safety of themselves or others.

Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature

Date

Employee Name (Print)

Department

Department Head or Elected Official

Date

Human Resources

Date